

OVERCOMING OVERWHELM

STEP
1



THE KEY

All of us are given the same amount of time—168 hours each week. Yet some people manage their time more effectively than others. If your goal is simply to work more efficiently, you may be setting yourself up for failure. There's a huge difference between efficiency—doing more things faster, and effectiveness—doing the right things. Doing the right things is the key to overcoming overwhelm.

NAME	QUALITIES
1:	
2:	
3:	
4:	
5:	
6:	
7:	
8:	
9:	
10:	

STEP
1
CONT.

Imagine it's your 100th birthday and you are at a party celebrating your life's achievements. Write down what you want people to say about who you are and what you have done with your life. What legacy do you want to leave?

Combine these two lists, the qualities you admire are *your values*. Write them below:

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CONT.

Create a personal mission statement from the words you have identified as your core values. Write it below:

STEP
2
CONT.

What important and non urgent activities you will schedule into your calendar now that you have freed up some wasted time?

Remember that every time you say YES to someone or something, you are saying NO to someone or something else!

STEP
2



URGENT VS IMPORTANT

Print out the blank Time Management Matrix and fill in your own activities for each of the four quadrants. What are the "not important" activities that you will say no to?

STEP
3



PLANNING & SCHEDULING

Plan ahead for 90 days to look at the bigger picture and make adjustments to your overall direction, based on your shifting priorities. Short- term planning (weekly and daily) provides an opportunity to fine-tune as you go. Print out the blank Weekly Planer and spend one hour this week planning for the next week. During your weekly planning session block out time in your schedule for the things that are most important to you. Continue to use this system every week.

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SELF TALK

Write a mantra that counteracts the damage you have done to yourself.

Say it to yourself often.

Put these feeling adjectives into sentences and observe how positive your self talk becomes:

I feel **great** because.....

I feel **happy** because.....

One of the reasons I feel **special** is because.....

I am **fortunate** in that.....

I am **confident** I will achieve my goals because.....

STEP
5



MANAGE INCOMING INFO



1. Can I **discard** it (garbage, recycling/giveaway, shredder)?
2. Can I **delegate** it or pass it on to someone else?
3. Do I need to **do it** (take action) right now?
4. Can I **defer** taking action until a later time?
5. Do I choose to **file** this away for future reference?

Practice using this decision-making process this week, asking yourself these five questions in this order. Record your observations on the difference it has made.

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STAYING FOCUSED

What is the one thing that you know if you did superbly well and consistently would have significant positive results in your personal life?

What is the one thing that you know if you did superbly well and consistently would have significant positive results in your professional life?

If you know these things would make such a difference, why are you not doing them now?

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6
CONT.

When will you begin?

How will you build in accountability?

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7



SUPPORT & ACCOUNTABILITY

Create a list of daily or weekly rituals that will support you in attaining the milestones you want to accomplish over the next twelve months. Commit to forming new habits with these rituals.

Carve out at least 90 minutes each day to focus on your most important projects or focus for the day. When will it be, mornings or afternoons?

STEP
7
CONT.

Work with an accountability partner who will support you as you form new habits. Set it up, discuss how it will work, and commit to make it happen.

My commitment is: